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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans &amp; Policy Staff/TR

DATE: 5 October 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report # 40

STAT

## I. SIGNIFICANT ITEMS

## II. OTHER ITEMS

JOB NO. \_\_\_\_\_ FILE NO. \_\_\_\_\_ DOC. NO. 13 NO CHANGE  
IN CLASS/INTENT \_\_\_\_\_ CLASSIFIED TO: TS S (C) RET. JUST 22  
NEXT REV DATE 09 REVIEWER \_\_\_\_\_ TYPE DOC. 02  
NO. PGS 8 ORIGIN DATE \_\_\_\_\_ ORG COMP 11 CPT 11 ORG CLASS S  
REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HR 70-3

A. CONSOLIDATED CHARITIES FUND. The Office of Training has over-subscribed its quota for the Consolidated Charities Fund drive. The amount subscribed to date is [ ] against a quota of [ ]

B. WAGE BOARD PROCEDURES FOR [ ] In view of recent events at [ ] which effect the employment of certain [ ] Wage Board employees, it is necessary to re-examine policies and procedures under which [ ] is to administer these personnel.

C. LIBRARIAN - [ ] Personnel Section has interviewed four OCD Librarians as a possible replacement for the existing vacancy at [ ] All four declined the position because of [ ] Efforts are continuing to fill the vacancy.

D. INSTALLATION OF FLUORESCENT LIGHTS IN AUDITORIUM IN R&S BUILDING. The installation of fluorescent lights in the Auditorium, R&S Building, was completed on 29 September 1955 and the auditorium made available for use of the BOC beginning 3 October 1955. A slight error was made by GSA architects in locating two of the rows of lights. The two rows in question were extended too far forward and consequently create obstructions in the path of the image projected on the screen. This will be corrected later.

E. PARKING. A re-assignment of parking spaces was completed on 4 October 1955.

F. OTR BUDGET. Bureau of the Budget hearings on the Fiscal Year 1957 Agency Estimates are scheduled to start 13 October 1955. The extent of OTR participation in these hearings has not been determined.

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G. LEAVE BALANCES. All vouchered employees will receive a report of unused sick, annual, and compensatory leave balances about 7 October 1955.

H. PUBLICATION DATE CHANGED FOR LONG TERM SCHEDULE OF COURSES. The date for the publication of the Long Term Schedule of courses has been changed from 1 October to 1 November with the expectation that the additional time will permit the Chief, Operation School to include starting dates for courses now under revision.

I. [ ] Weekly report of the utilization of [ ] facilities for the period 28 September through 4 October 1955 is attached.

25X1

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Attachment

[ ] Report

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